

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Roofer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Roofer position at Acme Corporation, as advertised on your company website. With a strong desire to start my career in the roofing industry, I am excited about the opportunity to contribute my skills and dedication to your team.

During my time at XYZ High School, I participated in a construction trades program where I gained hands-on experience in roofing techniques and safety practices. I successfully completed a project where I assisted in installing shingles on a small shed, which not only enhanced my practical skills but also taught me the importance of teamwork and communication on a job site. Additionally, I volunteered on weekends with a local community service organization, helping to repair roofs for families in need. This experience not only solidified my passion for roofing but also honed my ability to work efficiently under tight deadlines while ensuring high-quality standards.

I am particularly drawn to Acme Corporation because of your commitment to quality craftsmanship and customer satisfaction. I am eager to bring my strong work ethic, attention to detail, and willingness to learn to your team. I welcome the opportunity to discuss how my background and enthusiasm for roofing align with the goals of your company. Thank you for considering my application, and I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Smith